Qantasfreight.com
User guide to Manage Driver Authorisation

QANTAS Freight

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Manage Driver Authorisation

- Manage Driver Authorisation allows Clearing Agents to give their truck drivers an authorisation code to collect freight on their behalf.
- With the introduction of Express Check Kiosks in the Qantas Freight Terminals, the truck driver will require this authorisation code to access the Kiosk. The driver will be able to access the list of air waybills available for pick up.

Please Note:

- Air waybills which have not been checked in or customs cleared will not be displayed to the truck driver.
- Air waybills assigned to a Collection ID by the agent in qantasfreight.com cannot be accessed using the Truck Authorisation code.
- Truck driver without an authorisation code/collection id, will not be able to access the kiosks at the terminal.

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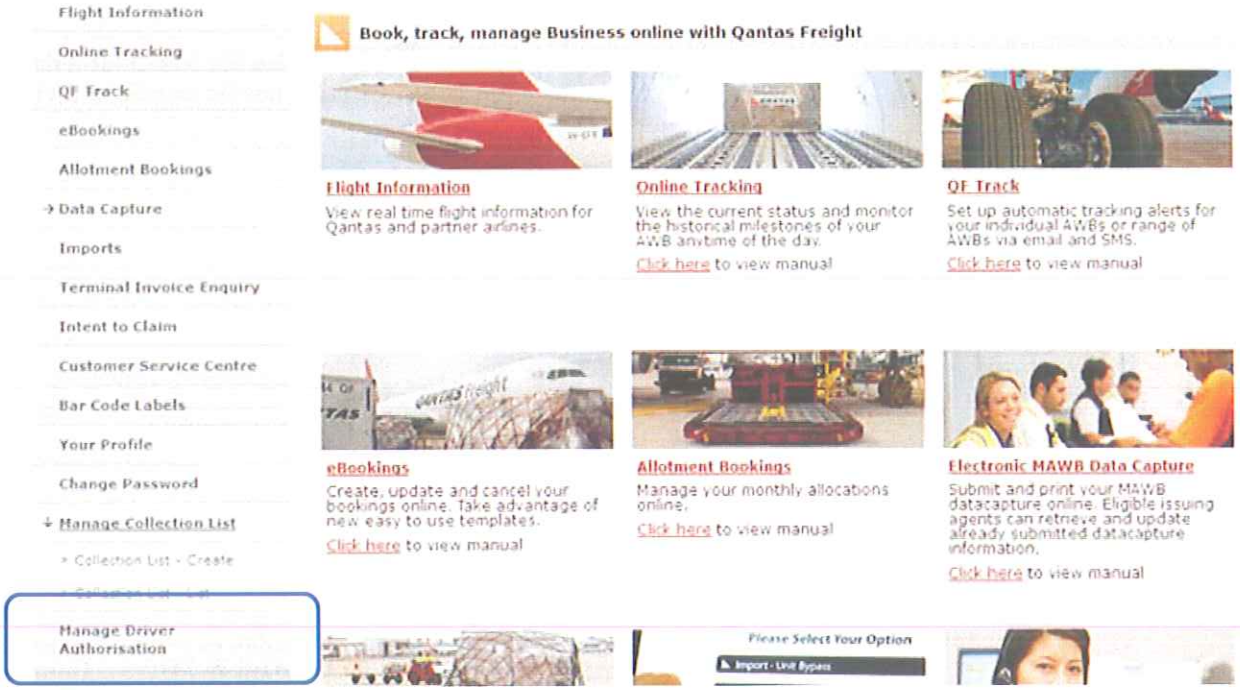
Manage Driver Authorisation

If you do not have Manage Driver Authorisation showing in your profile, email freight@qantas.com.au

If you have changed companies and still using your old registration, provide your latest details to freight@qantas.com.au

Step 1: Once logged in, click on the Manage Driver Authorisation link


Flight Information
Online Tracking
QF Track
eBookings
Allotment Bookings
Data Capture
Imports
Terminal Invoice Enquiry
Intent to Claim
Customer Service Centre
Bar Code Labels
Your Profile
Change Password
Manage Collection List
Collection List - Create
Manage Driver Authorisation
Book, track, manage Business online with Qantas Freight
Flight Information
View real time flight information for Qantas and partner airlines.
Online Tracking
View the current status and monitor the historical milestones of your AWB anytime of the day.
Click here to view manual
QF Track
Set up automatic tracking alerts for your individual AWBs or range of AWBs via email and SMS.
Click here to view manual
eBookings
Create, update and cancel your bookings online. Take advantage of new easy to use templates.
Click here to view manual
Allotment Bookings
Manage your monthly allocations online.
Click here to view manual
Electronic MAWB Data Capture
Submit and print your MAWB datacapture online. Eligible issuing agents can retrieve and update already submitted datacapture information.
Click here to view manual
Please Select Your Option
Import - Unit Bypass

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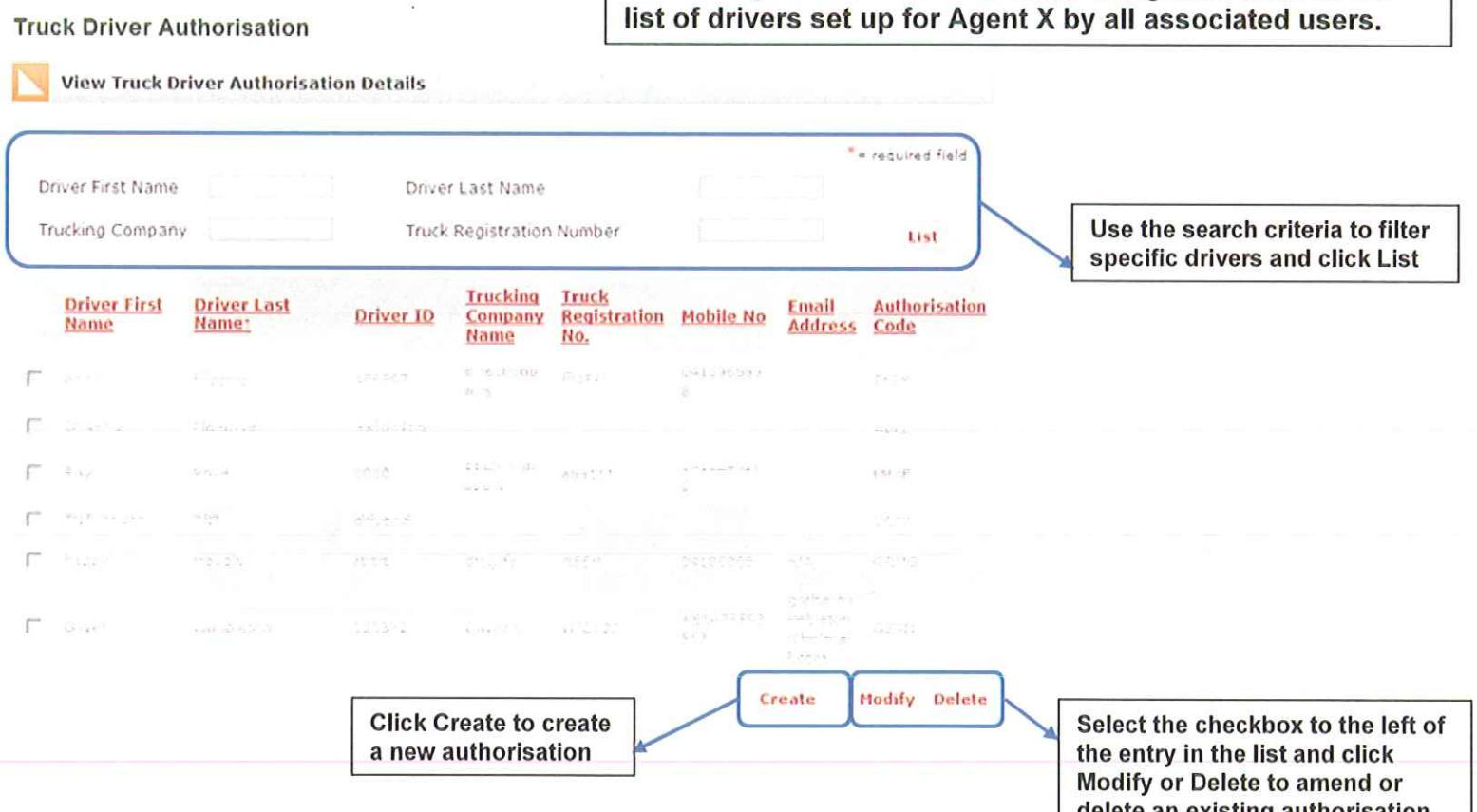
Manage Driver Authorisation cont.

Please note: The list of drivers will display to all users associated to that company.

For Example: all users associated to Agent X will see the list of drivers set up for Agent X by all associated users.



Use the search criteria to filter specific drivers and click List

Click Create to create a new authorisation

Select the checkbox to the left of the entry in the list and click Modify or Delete to amend or delete an existing authorisation

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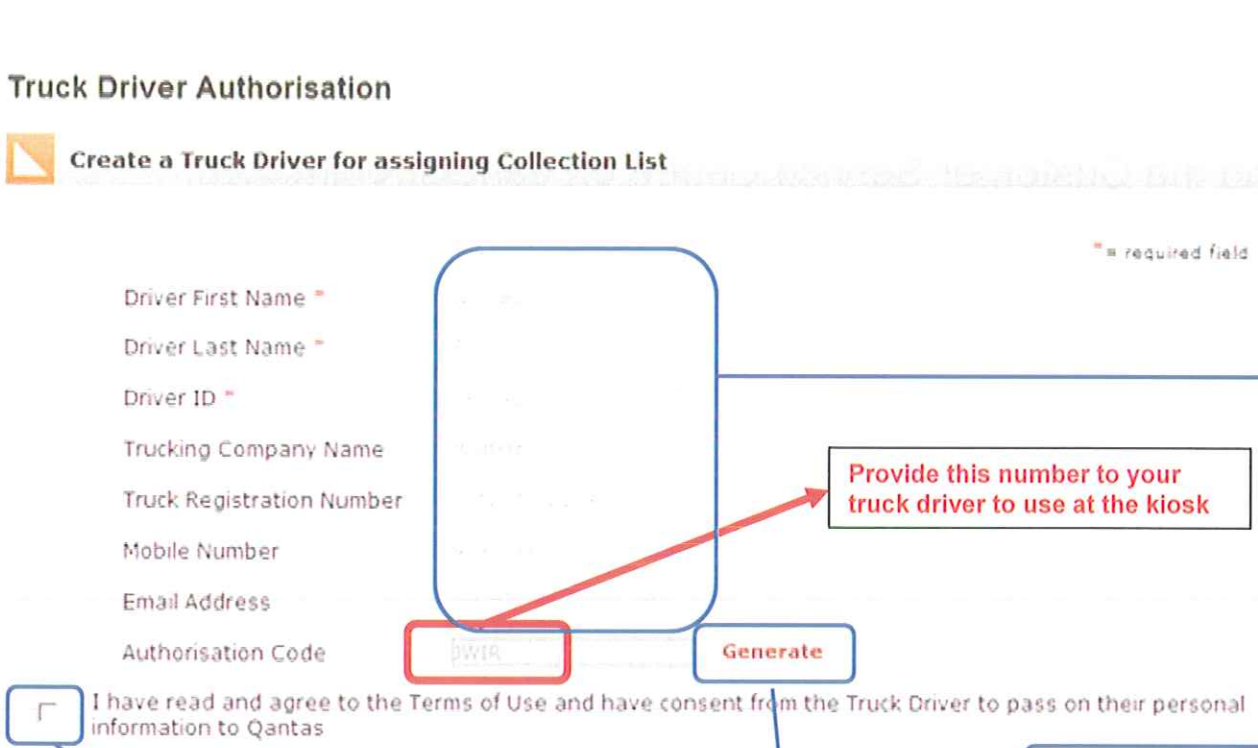
Manage Driver Authorisation cont.

[!] Selecting *Save* without clicking *Generate* will still issue an Authorisation Code


Truck Driver Authorisation
Create a Truck Driver for assigning Collection List
* = required field
Driver First Name *
Driver Last Name *
Driver ID *
Trucking Company Name
Truck Registration Number
Mobile Number
Email Address
Authorisation Code
Generate
I have read and agree to the Terms of Use and have consent from the Truck Driver to pass on their personal information to Qantas
Delete Save Back

Enter the truck driver's details

Fields marked with a * are mandatory.

Provide this number to your truck driver to use at the kiosk

Tick the box to indicate that you have read and agree to the Terms and Conditions

Click *Generate* to automatically generate an Authorisation Code number.
Ensure you click *Save* after clicking the *Generate* button.
[!] The system will keep generating new authorisation codes if you repeatedly click on *Generate* until a code is displayed you're satisfied with.

Click *Delete* to delete the driver.

Click *Back* to go back to the Authorisation List.

Click *Save* to finalise the authorisation for the truck driver.

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- For further information please email freight@qantas.com.au or submit an enquiry using the Customer Service Centre on qantasfreight.com.
- To check out the full suite of functionality available on qantasfreight.com, go to: http://www.qantas.com.au/qfreight/qfe/ebusiness/au/en

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Manage Import Collections

- Manage Import Collections allows clearing agents to plan the collection of their freight. By creating a collection list, a collection ID can be generated and sent to the assigned truck driver for use on the Express Check kiosk.
- A collection list can be created prior to goods check in. Once checked in and customs cleared, the truck driver can go to the Express Check kiosk and pick up goods as soon as they are available.
- Check the estimated charges due upon collection and monitor when storage charge commencement is forecast against every shipment due for collection.
- Lock the collection ID to ensure the truck driver can only pick up the shipments assigned to the list for vulnerable goods.

[!] If the truck driver has not been given an a Collection ID or an Authorisation code, he will not be able to access the kiosk in the terminal

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User guide to Manage Import Collections

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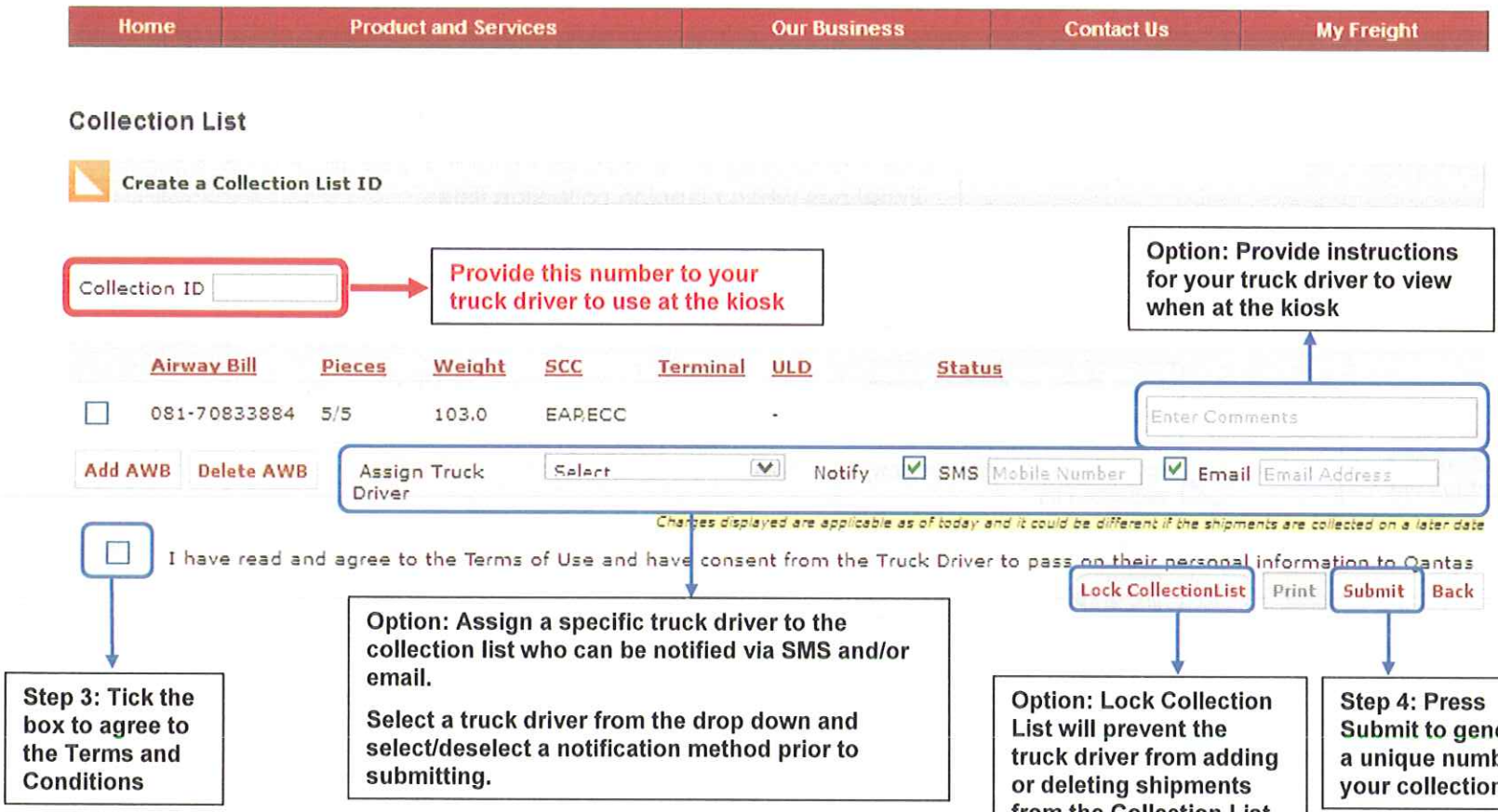
Create an Import Collection List cont.


Home
Product and Services
Our Business
Contact Us
My Freight
Collection List
Create a Collection List ID
Collection ID
Provide this number to your truck driver to use at the kiosk
Option: Provide instructions for your truck driver to view when at the kiosk
Airway Bill
Pieces
Weight
SCC
Terminal
ULD
Status
081-70833884
5/5
103.0
EAPECC
-
Enter Comments
Add AWB
Delete AWB
Assign Truck Driver
Select
Notify
SMS
Mobile Number
Email
Email Address
Charges displayed are applicable as of today and it could be different if the shipments are collected on a later date
I have read and agree to the Terms of Use and have consent from the Truck Driver to pass on their personal information to Qantas
Lock CollectionList
Print
Submit
Back
Step 3: Tick the box to agree to the Terms and Conditions
Option: Assign a specific truck driver to the collection list who can be notified via SMS and/or email.
Select a truck driver from the drop down and select/deselect a notification method prior to submitting.
Option: Lock Collection List will prevent the truck driver from adding or deleting shipments from the Collection List at the kiosk
Step 4: Press Submit to generate a unique number for your collection list

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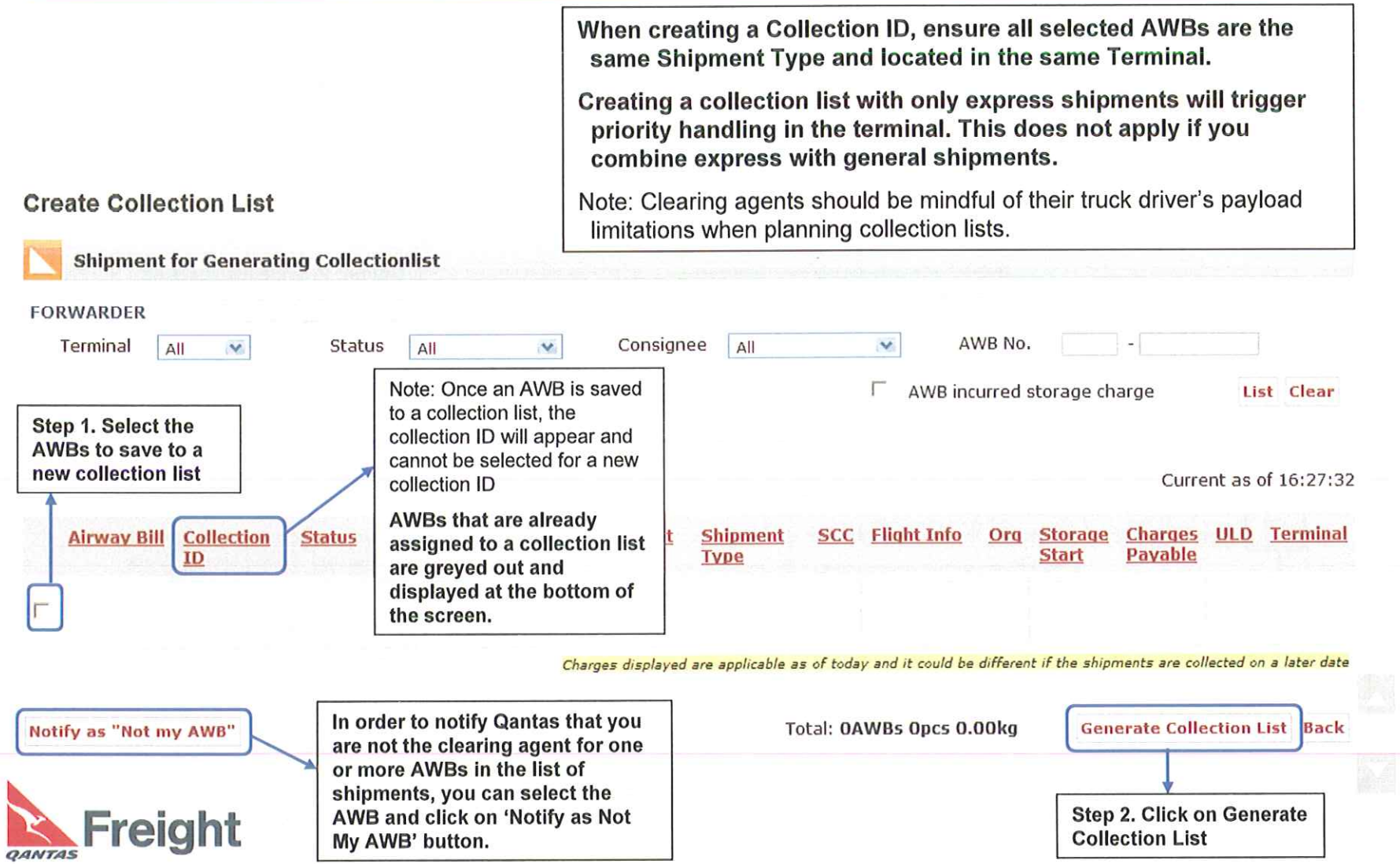
Create an Import Collection List

When creating a Collection ID, ensure all selected AWBs are the same Shipment Type and located in the same Terminal.

Creating a collection list with only express shipments will trigger priority handling in the terminal. This does not apply if you combine express with general shipments.

Note: Clearing agents should be mindful of their truck driver's payload limitations when planning collection lists.


Create Collection List
Shipment for Generating Collectionlist
FORWARDER
Terminal All
Status All
Consignee All
AWB No.
AWB incurred storage charge
List
Clear
Step 1. Select the AWBs to save to a new collection list
Note: Once an AWB is saved to a collection list, the collection ID will appear and cannot be selected for a new collection ID
AWBs that are already assigned to a collection list are greyed out and displayed at the bottom of the screen.
Current as of 16:27:32
Airway Bill
Collection ID
Status
Shipment Type
SCC
Flight Info
Org
Storage Start
Charges Payable
ULD
Terminal
Charges displayed are applicable as of today and it could be different if the shipments are collected on a later date
Notify as "Not my AWB"
In order to notify Qantas that you are not the clearing agent for one or more AWBs in the list of shipments, you can select the AWB and click on 'Notify as Not My AWB' button.
Total: 0AWBs 0pcs 0.00kg
Generate Collection List
Back
Step 2. Click on Generate Collection List
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Once at the Terminal

- Once at the Terminal, the truck driver must enter the Collection ID in the Express Check Kiosk provided.

- Please note: the collection list will not appear under the driver's Authorisation Code if this is entered.
- Please note: shipments on the collection list will only appear on the Express Check Kiosk if the AWB is Checked In and Customs Cleared.

- If the driver has also been given a Driver Authorisation code, he can add more AWBs for pick-up if it is checked in and customs cleared.

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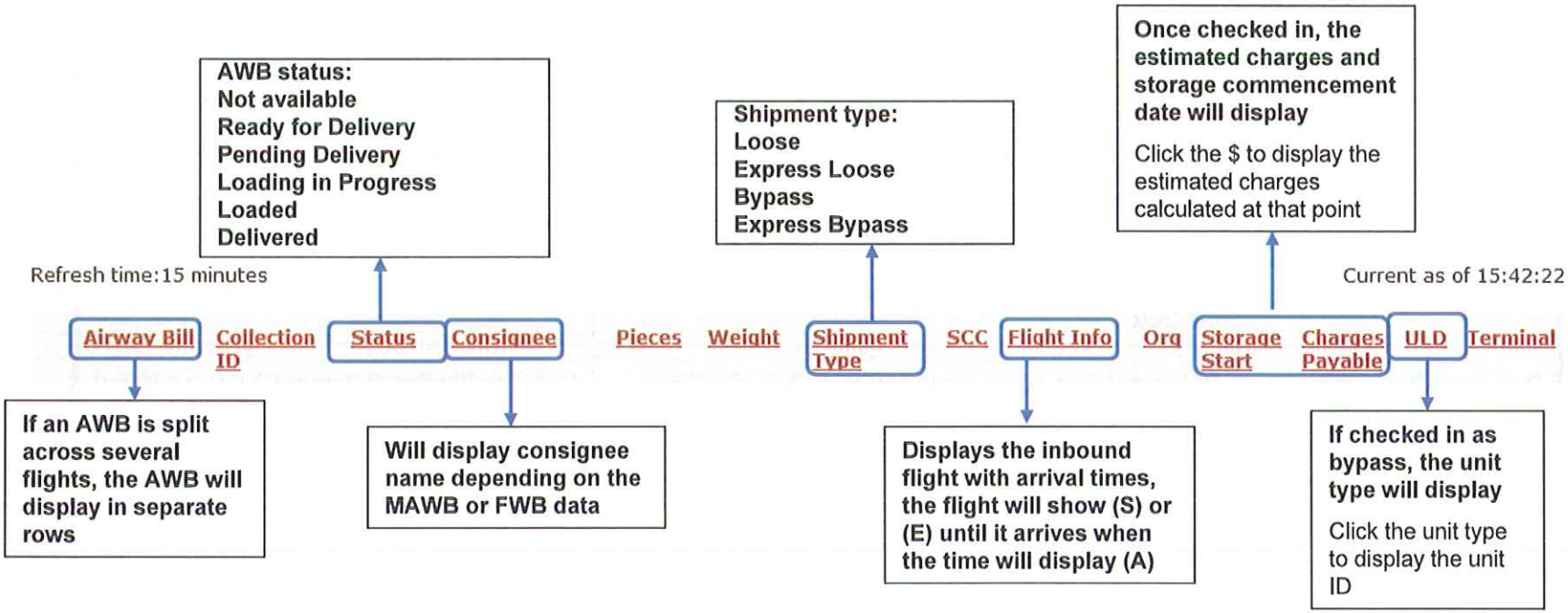
Manage Import Collections cont.


AWB status:
Not available
Ready for Delivery
Pending Delivery
Loading in Progress
Loaded
Delivered
Shipment type:
Loose
Express Loose
Bypass
Express Bypass
Once checked in, the estimated charges and storage commencement date will display
Click the $ to display the estimated charges calculated at that point
Refresh time:15 minutes
Current as of 15:42:22
Airway Bill
Collection ID
Status
Consignee
Pieces
Weight
Shipment Type
SCC
Flight Info
Org
Storage Start
Charges Payable
ULD
Terminal
If an AWB is split across several flights, the AWB will display in separate rows
Will display consignee name depending on the MAWB or FWB data
Displays the inbound flight with arrival times, the flight will show (S) or (E) until it arrives when the time will display (A)
If checked in as bypass, the unit type will display
Click the unit type to display the unit ID

Note: AWBs appear on your list as soon as the inbound flight has been departed and the AWB has been manifested to that flight.

The Type and Terminal column may display forecasted details based on terminal handling data. The actual details will be updated once the goods are checked in.

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Manage Import Collections cont.

Status Column	Description	Hover Display
Not Available	Shipment manifested and departed on inbound flight. The shipment will hold this status until the goods are checked in AND customs cleared	Will display *Not Checked In* or the *DCL required* if Customs approval is required
Ready for Delivery	Shipment has been checked in AND customs cleared	-
Pending Delivery	Shipment has been assigned to a Delivery ID by the truck driver at the kiosk	Will display the Delivery ID generated at the kiosk
Loading in Progress	Shipment is currently being delivered to the truck	Will display the Delivery ID generated at the kiosk
Loaded	Shipment has been loaded on the truck with other shipments on the Delivery ID now being delivered	Will display the Delivery ID generated at the kiosk
Delivered	All shipments on the Delivery ID have been loaded and the truck loading is complete	Will display the Delivery ID generated at the kiosk

Import Collection List

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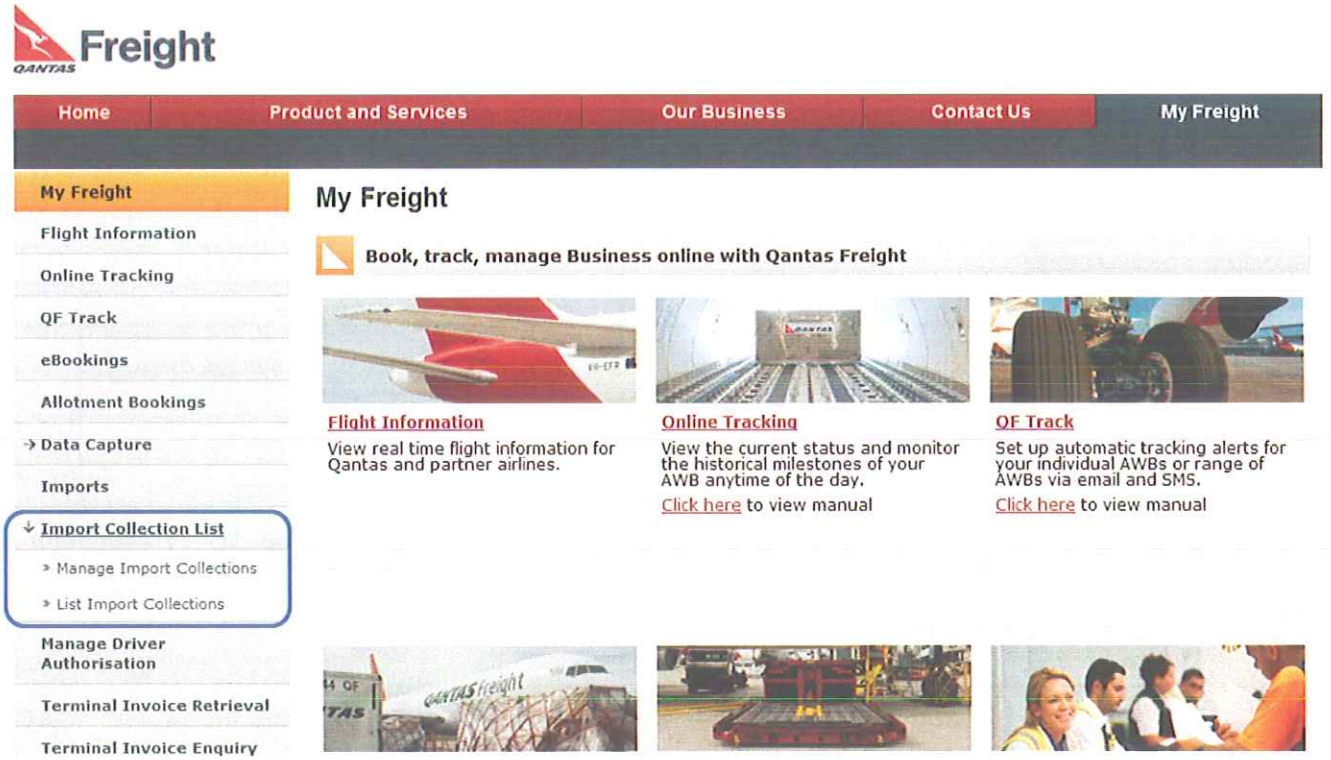
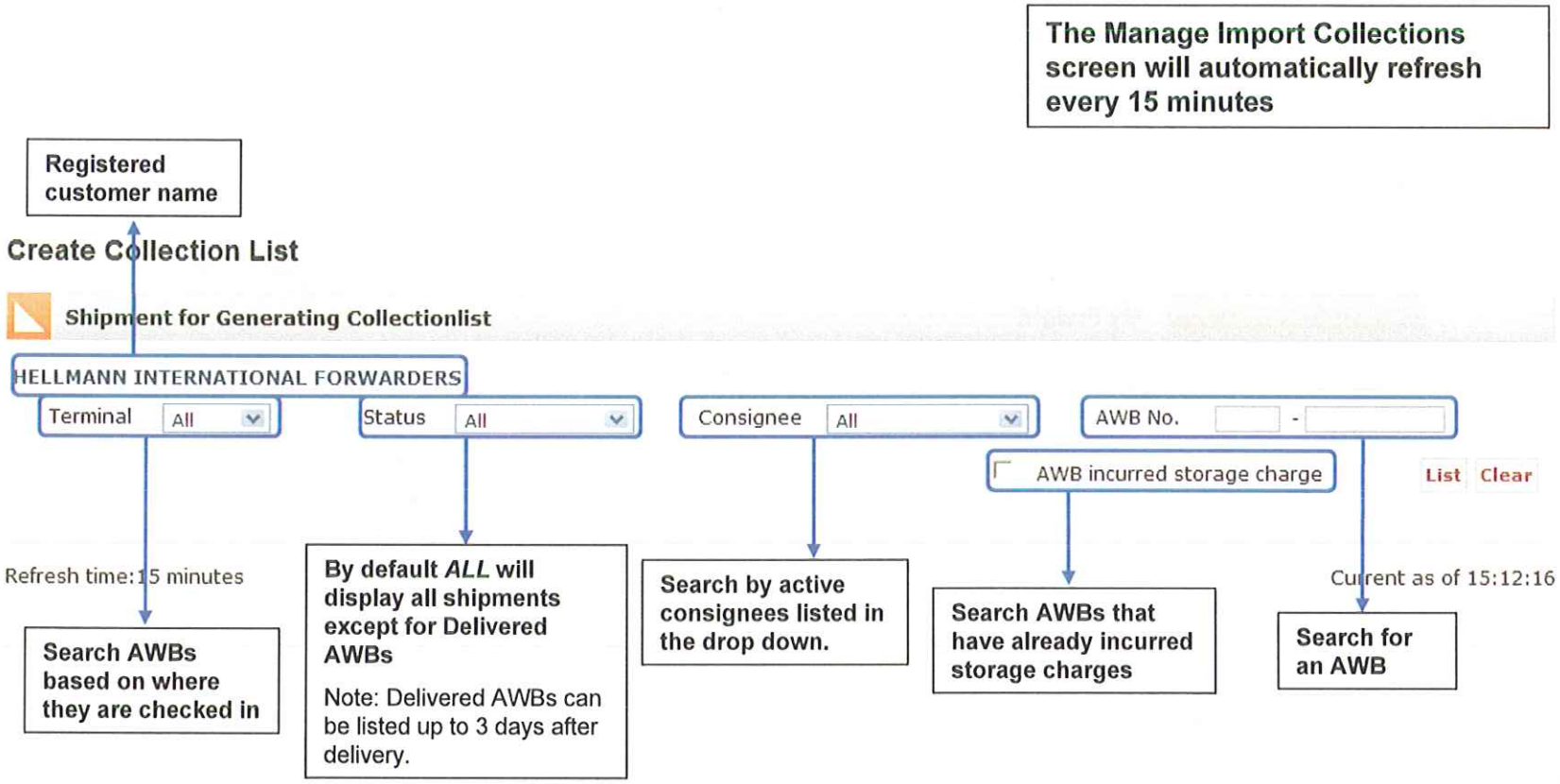


Once logged in, click on the Manage Import Collections link to create a new collection list.

Click on the List Import Collections to view, amend or delete an existing collection list.

Manage Import Collections


The Manage Import Collections screen will automatically refresh every 15 minutes
Registered customer name
Create Collection List
Shipment for Generating Collectionlist
HELLMANN INTERNATIONAL FORWARDERS
Terminal All
Status All
Consignee All
AWB No. -
AWB incurred storage charge
List Clear
Refresh time:15 minutes
Current as of 15:12:16
Search AWBs based on where they are checked in
By default ALL will display all shipments except for Delivered AWBs
Note: Delivered AWBs can be listed up to 3 days after delivery.
Search by active consignees listed in the drop down.
Search AWBs that have already incurred storage charges
Search for an AWB

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